

Information Privacy and Security Council (IPSC) Meeting Minutes

July 15, 2009

Kalanimoku Building 1151 Punchbowl Street Comptroller's Conference Room 410 Honolulu, Hawai'i 96813	Wailuku Judiciary Bldg. 2145 Main Street, First Floor Wailuku, HI 96793	Lihue State Office Bldg. 3060 Eiwa Street Basement Lihue, HI 96766	Hilo State Office Bldg. 75 Aupuni Street Basement Hilo, HI 96720
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MEMBERS / DESIGNEES PRESENT	
Member Name, Title	Department
Saito, Russ K. – State Comptroller (Chair)	DAGS
Au, Paul - EPS Compliance Manager	City and County of Honolulu
Decasa, Meliton Jr. - Data Processing Specialist	Dept. of Education
Gochros, Susan Pang - Inter-Government & Community Relations	Judiciary
Ito, Jodi - Information Security Officer (Designee)	University of Hawai'i
Keane, David - Data Processing Systems Manager	Dept. of Human Resources Development
Kiley, James – Data Systems Manager (Designee)	County of Hawai'i
Knutzen, Eric - IT/Communications and Projects Manager	County of Kauai
Tseu, Andrew , HIPAA Compliance Officer	Dept. of Health
Verkerke, Jacob – Information Systems Manager	County of Maui
Yong, Lim – DHS HIPAA Coordinator (Designee)	Dept. of Human Services

MEMBERS ABSENT	
Member Name, Title	Department
Mau-Shimizu, Patricia - House Chief Clerk	House (Senate Appointee)

OTHER ATTENDEES	
Name, Title	Department
Crosby, Todd - Assistant Administrator	DAGS/ICSD

I. Call to Order – Welcome

- The meeting was called to order at 1:08 p.m.
- Members and other attendees introduced themselves.

II. Approval of previous meeting minutes

Motion to approve was initiated by Eric Knutzen, seconded by Lim Yong.

III. Reports on investigative committee findings

Investigate and develop laptop/portable device, storage, wireless, and remote access guidelines

- Discussion about how to note sources that may need to be met for Federal Compliance.
- Discussion about the handling of personal devices in the workplace. It was agreed that they may be allowed with restrictions ensuring protection of data.
- Discussion about transmission of sensitive data – agreed to add authoritative sources of FIPS and NIST.
- Discussion about VPN connectivity and timeout – we will note FIPS standards.

- Agencies will remain responsible for security and confidentiality awareness training.
- Corrections to the document will be made with regards to auto-wipe for Blackberry versus smartphone versus laptop.
- Chair Saito requests that the discussed changes be made to the document and a call for the vote at the next meeting for acceptance.

Executive Summary collection and report

- Discussion on agencies who are still working on their compliance reports.
- Decision that an interim report will be produced and submitted noting those agencies that have not submitted yet.
- Chair Saito requested the council members set firm compliance dates for those that have not submitted reports yet of sixty days.

Breach Policy Guidelines & Personal Information Best Practices identification

- Discussion about tying the document back to NIST, IRS 1075, and FIPS compliance documents to aid agencies in researching why the recommendations were made. Include specific version numbers when referencing within the Council's documents.
- Chair Saito requests that the discussed changes be made to the document and a call for the vote at the next meeting for acceptance.

Template creation for annual Personal Information Reports

- Chair Saito requested that the document contain clear instructions and a FAQ / definitions area be added, ensuring that the information being requested is well understood by the reader.
- Chair Saito requests that the discussed changes be made to the document and a call for the vote at the next meeting for acceptance.

IV. Council discussion on review of reports

- Discussion of methods the Council could utilize for the current reports and future reports to be more efficient.

V. Discussion on requirement for Agency Designees for policy and oversight for the protection of Personal Information

- Discussion on requirement for Agency designees for policy and oversight for the protection of PII.
- The Council needs to establish a listing of who the main designees will be. Those designees would be responsible for keeping the listing of those in divisions, departments and councils below them.
- This task will be divided up between the Council members as was the collection of reduction/redaction certification and an investigative committee will be formed.

VI. Announcements

- None

VII. Adjournment

Motion was made to adjourn by Jodi Ito, seconded by Lim Yong. Meeting adjourned at 1:58 p.m.

VIII. **Next Meeting Date**

August 19, 2009 from 1:00 PM to 4:00 PM.

Respectfully Submitted,

Date

Russ K. Saito, Chairperson
Information Privacy and Security Council

DRAFT